

Travel Advance Policy Settings

Travel advance policies allow you to set minimum and maximum dollar amounts and timeframes for submitting travel advances. Dollar amounts and timeframes need to be determined for each policy. Examples and screen prints are provided in this section for each travel advance policy.

Travel Advance Department Policy #1

System Setting: If the system setting is 2, the system will prompt user to enter a reason if

the travel advance form is submitted after the system setting.

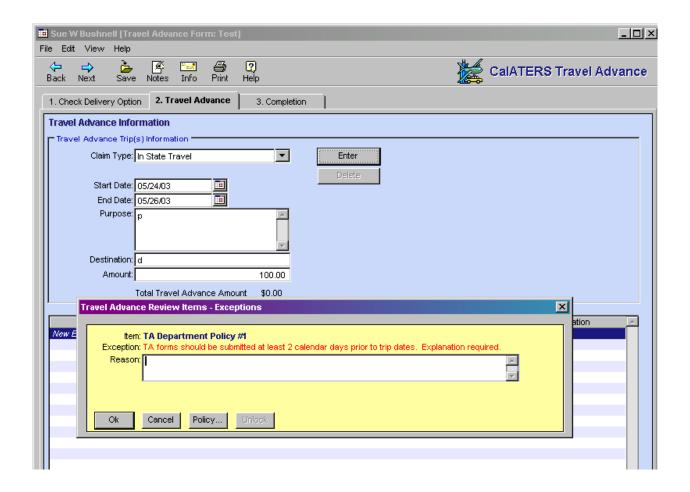
Scenario: Employee submits a travel advance form on 05/23/03--1 calendar day

prior to the trip start date.

Exception Notice: Employee receives the following exception notice: "TA forms should be

submitted at least 2 calendar days prior to the trip dates. Explanation

required."





Travel Advance Department Policy #2

System Setting: If the system setting is 15, the system will prompt user to enter a

reason if the travel advance form is submitted prior to the system

setting.

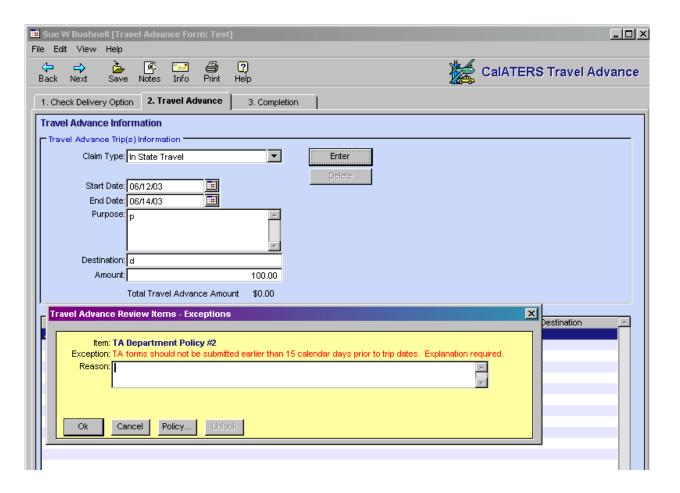
Scenario: Employee submits a travel advance form on 5/23/03—more than 15

calendar days prior to the trip start date.

Exception Notice: Employee receives the following exception notice: "TA forms should

not be submitted earlier than 15 calendar days prior to trip dates.

Explanation required."





Travel Advance Department Policy #3

System Setting: If the system setting is **100**, the system will prompt user to enter a

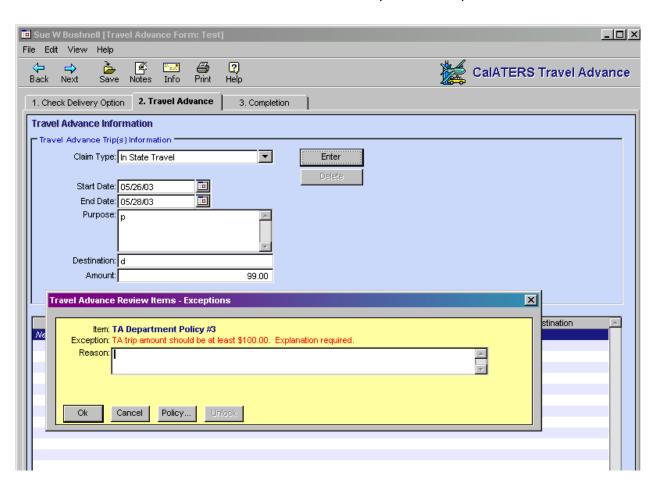
reason if the travel advance form is less than system setting.

Scenario: Employee submits a travel advance form for \$99.00—less than system

setting of \$100.00.

Exception Notice: Employee receives the following exception notice: "TA trip amount

should be at least \$100.00. Explanation required."





Travel Advance Department Policy #4

System Setting: If the setting is 2, the system will prompt user to enter a reason if the

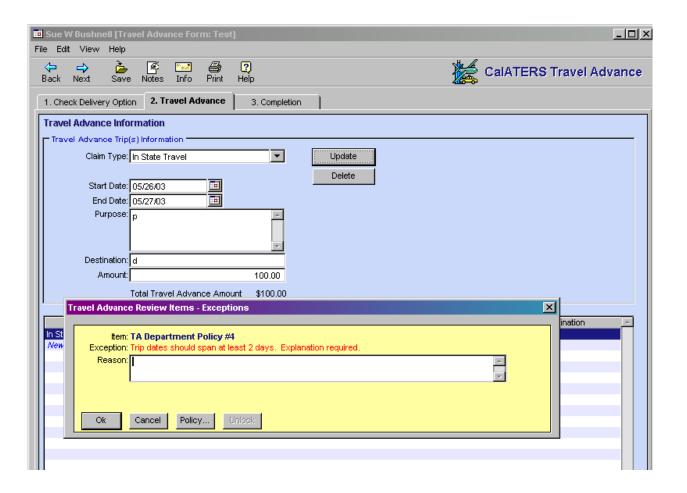
travel dates span less than system setting.

Scenario: Employee submits a travel advance form for a trip that spans 1 day—

less than the system setting of 2 days.

Exception Notice: Employee receives the following exception notice: "Trip dates should

span at least 2 days. Explanation required."





Travel Advance Department Policy #5

System Setting: If the dollar amount is greater than **1000**, the system will prompt

employee to enter a reason and route to an additional approver if travel

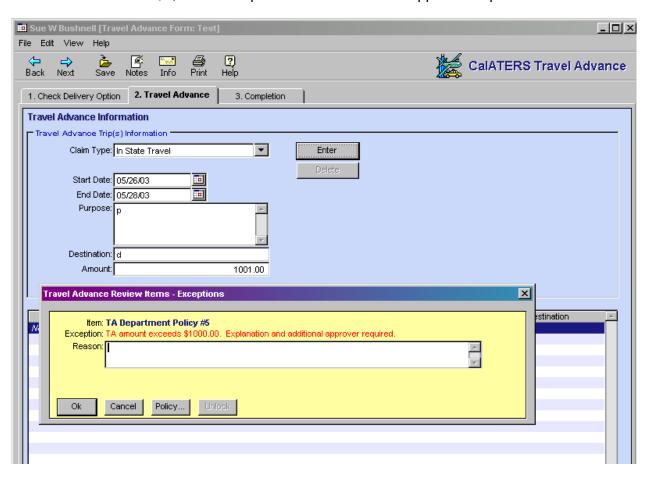
advance form exceeds system setting.

Scenario: Employee submits a travel advance form for a trip amount of \$1001.01—

more than the system setting of \$1,000.00.

Exception Notice: Employee receives the following exception notice. "TA amount exceeds

\$1,000.00. Explanation and additional approver required."





Travel Advance Department Policy #6

System Setting: If the dollar amount for the sum of all trips is greater than **1000**, the

system will prompt employee to enter a reason and route to an additional approver if travel advance form exceeds system setting.

Scenario: Employee submits a travel advance form for two trips that equal

\$1,001.00—more than the system setting of \$1,000.00.

Exception Notice: Employee receives the following exception notice. "The sum of all trips

on the TA form exceeds \$1,000.00. Explanation and additional

approver required."

